

04-47

The Secretary of State presents his compliments to their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to announce changes to the procedures in submitting Form 1504 (Requests for Custom Clearance) for duty free purchases from Bonded warehouses.

Effective upon the issuance of this note, the Office of Foreign Missions, Tax and Customs Office will no longer accept hand corrected Requests for Customs Clearance (Form 1504) from either the foreign community or solicitors from the bonded warehouses. All Requests for Customs Clearance (Form 1504), that are received with handwritten additions or corrections will be returned to the appropriate mission. A new typed Form 1504 must be prepared and resubmitted to the Office of Foreign Missions for the order contained in the returned Form 1504.

The purpose of this change in procedure is to preclude the possibility of any party changing a bonded warehouse order made in a mission member's name, after it leaves that mission member's control.

The Department looks to the diplomatic missions to bring the contents of this note to the attention of all their personnel, both in Washington and at the respective consular mission throughout the United States.

Department of State,

Washington, March 16, 2004

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direct letter